

Director's Report January 1996

News this month will be abbreviated. During the holidays, the pace slowed, we operated with reduced work staff and I was on vacation from December 19 through January 1.

New Board Member: Mary Duggleby will take her place on the Library Board at this meeting. I have given her the Virginia Young book (new edition), Dan Cain workshop papers, and a number of other documents to review. She has copies of the minutes of the past few meetings. You may want to impart some words of wisdom to help her get started in this new venture!

Committee appointments: The president's appointments to the Bylaws and Policy Review Committee, Budget Committee, Director's Evaluation Committee and Nominating Committee will be made at this meeting.

Workshop Attendance: I would like permission to send Peggy Woods, now Technical Services Specialist, to a Fred Pryor Seminar on The Exceptional Assistant. The fee is \$99. Since she will be handling new administrative duties in Tech Services, we feel this workshop would be very beneficial to her.

Rensselaer News: Rensselaer's "Winter Read-Aerobics" will begin for all ages on January 29 and end on March 9. Participants will read books in 9 different areas, getting a chance to enter their name in the drawing with each book read. Prizes will be awarded in 3 categories: children, young adult, adult. Prizes are impressive, with a \$100 cash prize for the grand prize winner and other prizes and gift certificates donated by local businesses. As an incentive to participation, all participants will receive coupons for 50 cents off fines or copies at the Rensselaer Library.

March 9 will also be the day of the Friends of the Library Book Sale.

Stephanie Filson is Rensselaer's new circulation clerk, replacing Lisa Rusher who took Julie Eisele's position as library assistant when Julie moved to Technical Services. In addition to their normal desk and reference duties, Lisa will be assisting Rebecca with Youth Services, while Karen will be working with the vertical file as well as with the Satellite program.

Patrons have been very appreciative of the list of new videos which Glenda has been putting on display. They have requested that new CD's be highlighted in the same manner.

Wheatfield News: Diane Opolski has begun working 32 hours per week at Wheatfield as a Library Assistant.

DeMotte News: Thanks to the Friends of the Library, DeMotte now has a second PC installed in their workroom to be used for publicity and other word processing. This will free up the other computer for practice in Internet searching. The Friends also added another CD ROM tower to the DeMotte LAN for children's CD ROM software.

DeMotte had their first "Christmas Music Extravaganza", with performances by the Jasper County Chordettes and the KV High School Wind Ensemble. Refreshments were served by the Friends to a crowd smaller than desired, perhaps due to bad weather.

Please let me know as soon as possible if you will not be able to attend the January board meeting or if you have any questions about material in your packet.

Lynn

Director's Report January 1996

Technology Grant: The grant is not yet ready for approval. We have run into a number of problems which must be worked through. This project is very complicated; we have to educate ourselves as we talk to vendors to determine needed equipment and attached costs.

Hopefully, I will have some answers by the time of board meeting - but not in time to show you a completed grant application.

Acceptable Use Policy: We are required to submit an "Acceptable Use Policy" with our Technology Grant application. This policy would govern use of the Internet service which we provide. At present, we do *not* provide Internet service except to staff. We *do not* expect to provide service to patrons until 1997. Nevertheless, a policy is required.

I have written a policy. An intellectual freedom issue is involved which I feel we should discuss at length. However, since this grant application is due March 1, and we have only the February meeting for discussion, I propose that you adopt the policy as I have written it -- to meet grant requirements. Later in the year, the Policy Committee can review it and bring it to you for discussion and approval.

Meeting Room Use: We received a request today for weekly use of the Rensselaer meeting room for a 12 week period for the same "weight loss" program as you approved at DeMotte. I am informing you of this request, although I still need to find out if Michelle feels the library can afford to allow use at the times requested. If she is against this action, I will withdraw my request.

Workshop Attendance: Renee has begun to redesign our monthly newsletter, Library Express, as a result of the workshop she and Amber attended. You will see the results of this in the March issue which will be entitled "*Jasper County Public Library Community Connection.*"

No staff will be attending the COLT conference in Oregon in March. The program was not as relevant this year as last. I *will* be attending the PLA (Public Library Association) conference. I will be gone from March 25th to April 2 and will take 2 vacation days in addition to my conference days. I am very excited about having the opportunity to attend this conference. There are a great variety of programs on topics in which I have an interest and from which the library should benefit.

Charlotte Fagen is attending computer classes at KV High School on "Windows". The cost is \$30. I would like permission to reimburse her for this expense.

I would like permission for Yvonne Beever and I to attend a 2 day workshop at the University of Wisconsin at the beginning of March on "LANning the Library: Local Area Networks". This will be instrumental in helping us develop our LAN and preparing Yvonne to manage the LAN once installed. Cost: \$265 per person plus hotel. We will travel with two employees of the Crown Point Community Library.

I would also like permission to send one or two support staff (nonprofessionals) to a 2 day workshop at the University of Wisconsin at the end of March. Information about this workshop, called "Giving Our Best: is in your packet. The cost is extremely reasonable (\$97, including 2 lunches). We have attended several University of Wisconsin School of Library & Information Studies workshops. All have been excellent. We will try to arrange carpooling with staff from another library as we propose to do with the other Univ. of Wisconsin workshop, above.

Fixed Assets Inventory: This year, Indiana public libraries must complete an inventory of all assets, as explained on the "Fixed Assets Instructions" page in your packet. In conjunction with this, the Library Board must set a threshold, to determine which items to include in the inventory. The State Board of Accounts recommends \$500 as the threshold. I would like the Board to pass a resolution setting that amount as the fixed inventory threshold.

Rensselaer News:

Periodicals/newspapers: This is the month for renewing our periodical/newspaper subscriptions. Rensselaer will be adding Value Line, the Post Tribune and Internet World as well as Netguide for staff. We will begin receiving the Sunday Lafayette Journal & Courier through a donation.

Read Aerobics, the winter "reading club" for all ages, began January 29th with 39 participants. The prizes are really great, so we hope more will join.

Satellite Programming: Beginning February 2, we are hosting a 3 part teleconference for library support staff (an extension of the Soaring to Excellence teleconference which some of our staff attended last year). It costs us \$200 to download this teleconference. About 5 of our staff will attend--at no cost. We will more than recover the cost of downloading through registration fees from at least 4 other libraries who are paying to send staff (\$10 per session or \$20 for all 3).

Wheatfield News:

Through the computer skills of Randy Kooy, Wheatfield has been able to download tax forms on the Internet for patrons needing forms which the library does not have. This will be a well-used service.

Wheatfield will be purchasing a new copier this month, as they have been nursing their old one along for some time now.

DeMotte News:

Programming: Charlotte and Cookie are trying a 7 week book discussion group for 5th graders, the 'Lunch Bunch Reading Club.' The 35 students will read the same novel, about a girl who joins a boys' football team. At the last session, a KV high school girl who is a kicker on the boys' football team will visit with the group.

Indiana Room: Marlene is working with a volunteer on an updated list of persons buried in the DeMotte Cemetery. The list will give birth & death dates as well as gravestone inscriptions. Marlene and Leanne are also working with the DeMotte Rotary Club to apply for a Jasper Foundation grant to further develop the Indiana Room. Rotary is willing to match grant monies up to \$1500 for this purpose.

Public Relations: Leanne was a guest on WLQI's Public Forum radio show, highlighting programs. She is also serving on DeMotte's Olympic Torch Committee and is working with her staff on library displays and decorations in conjunction with the passing of the Olympic Torch through town on June 4.

Vandalism: Some minor vandalism in the meeting rooms early in January has necessitated the locking of the elevator and door to the upstairs when the library is open. In this way the staff can better control access to the rooms.

Building problems: We are still trying to resolve problems with the elevator.

Last Friday, DeMotte noticed a new leak in a pipe in the workroom--the same one which burst 2 years ago. They also experienced 58° temperatures in the morning which rose to only 68° later in the day. An examination of the heating system showed that everything is working as it should. The repair man feels, as have so many others, that it is just not possible to keep the building warm when there is only 12 inches of insulation between the ceiling and outside temperatures. I have sent a FAX to that effect to Kim Rothenberger, our architect. If we don't get a very quick response, I will talk to our lawyer.

Please let me know if you will not be able to attend the February board meeting or if you have any questions about material in your packet.

Lynn

Director's Report February 1996

Building problems: We had a meeting on Friday, March 1, with Kim Rothenberger, architect; Marv Trietsch, Circle Design engineer; Circle R Mechanical, heating/air conditioning contractor, and Precision Control, electronic controls contractor. Kent Mahnesmith, our attorney, also attended briefly, but left after talking with Marv Trietsch and myself. He told the group that he was in attendance at the request of the Board (Bob asked me to invite him). He said the Board was ready to sue because of the recurring problems and urged them to resolve the problems very, very promptly. He then said he would leave so that they could talk freely without worrying about an attorney's presence.

They promised to have some proposals, if not solutions, ready for me to bring to you at the Board meeting. This week we expect to see several people down here studying the problems. I will update you at the meeting.

Technology Grant: Our grant proposal has been submitted. While we wait, we hope to get a better handle on the exact specifications we will need to request in our bid proposal, once we learn if we will be awarded the funds. We will probably need to go through a formal bid process since we will need more than \$20,000 worth of equipment from one vendor. Between now and that time, we need to find the names of qualified vendors from whom to solicit bids.

For those of you who have never used the CD ROM and therefore may have little idea what a LAN (local area network) or WAN (wide area network) could do for us, I will show you some of the CD ROM we have at Rensselaer during the meeting and give you a chance to explore on it for a few minutes.

Workshop Attendance: Diana and Michelle attended an INCOLSA workshop on Managing Personnel (held at the Rensselaer Library) and felt it to be very eye-opening. They will share their newly acquired information with other supervisory staff and children's specialists later next week at Management Meeting.

Yvonne and I will also share what we will learn later this week at the two day CD ROM LAN workshop we are attending at the University of Wisconsin.

All libraries are presently finishing the first inventory taken since we automated. All are now learning to use the CD ROM Title Source for ordering materials. Title Source will save a considerable amount of time, both for those who select materials and for Yvonne who orders the materials. No longer will selectors have to write out order slips, make copies, cut them apart, staple them. Now they can

sit in front of the computer with their selection journals, type in the ISBN number of a title they wish to order and the order slip is automatically generated for them on 3x5 slips, in triplicate.

Each library this month, as every month, spotlighted certain materials, either with booklists to be handed to patrons, or with displays of materials. Our redesigned monthly newsletter, Jasper County Public Library Connection, also offers reading lists. All libraries compile lists of new videos. At DeMotte, Jill has been working on a bibliography on colleges and financial aid. Wheatfield celebrated Heart Month with a display of books on the heart. At Rensselaer, a month long display on "Love" has been followed by a display of books on dogs, highlighted with photos of dogs belonging to staff. These lists and displays are designed to encourage patrons to use our resources.

Rensselaer News:

We were very sorry to lose Karen Loehrer as a member of our staff. Michelle will interview several very promising applicants for the position this week. Karen's absence, the day before she was to host about 20 persons for a satellite program, highlighted the need for cross-training on our staffs. Michelle has now trained several staff on satellite operation, so that one staff member's absence does not cause panic on the day of a program.

Glenda and Michelle are working on upgrading business reference resources. They are building a file of annual reports of local companies and adding Value Line, a popular investment tool. Michelle is compiling various investment surveys such as Business Week Corporate Scorecard, Forbes Annual Report of American Industry, and mutual fund surveys. She is also exploring the Internet's resources for business reference.

A program brochure advertising the next few months' programs designed by Michelle and distributed to patrons has been well-received. Another brochure advertising an April satellite program will be mailed to a number of Rensselaer businesses. This will be our first experiment at targeting specific advertising prospects. The library had a good turnout for the first adult program of the year on attracting wild birds to one's property.

Wheatfield News:

Diana is very good at tending to details. She is having some blinds fixed which have not worked right for years. She is keeping on top of recurring problems such as the staff lounge's "sewer gas smell" and the mysterious ceiling leak for which no one can find the cause.

Another well-attended craft program points up the fact that these programs seem to be very popular at all three of our libraries right now. Most of Wheatfield's adult programming this year will be craft programming, as a result.

One day I visited the library after school and found the library filled with about 15 patrons! That is a lot of people for a small building. Diana states in her monthly report that "the circulation statistics do not reflect the amount of traffic we actually have". I believe that.

DeMotte News:

Jr. Women's Club donated a stuffed "Spot" and a "Clifford" puppet for the Children's Room and donated Indiana and American flags for the meeting room.

DeMotte has had more than its share of building problems this month, with buildings too cold one day and meeting rooms too warm another. We hope to get most of these solved permanently soon. Leanne is beginning to feel that her degree should have been in building maintenance instead of library science.

I visited DeMotte on the same day I visited Wheatfield and found such a crowd that all 7 staff working at the time had difficulty keeping up with the demand! DeMotte's circulation this month was 25% higher than February last year. It almost equalled their circulation for June 1995, the busiest month in the year because of Summer Reading Club.

Please let me know if you will not be able to attend the March board meeting or if you have any questions about material in your packet.

Lynn

Director's Report March 1996

Advance Draw: It is again time to apply for an advance draw. The Board must pass a resolution to apply for an advance draw on our June property tax levy.

Building problems: I have enclosed a copy of the letter which Kent sent to all the involved parties. I hope to be able to update you at the April board meeting.

Technology Grant: I learned recently that libraries submitted requests for \$4 million for technology grants. Only \$2 million is available this year. It is possible that funding for half the requests will be carried over into 1997, using the money allocated by the state legislature for 1997. This would seem to mean that no new money would be forthcoming after all present grants have been funded. We will be awaiting further word on this subject.

Non-resident User Fee: According to a new law effective July 1, 1996, public libraries must charge non residents a minimum of \$25.00 for a library card.

At present, our nonresident card costs \$10.00. The State Library has recommended for some years that nonresidents should pay the equivalent of what a resident pays in taxes toward the library's operating expenses. For JCPL taxpayers, in 1995 that was \$34.30. (This does not include the per capita cost of paying off our bond debt.)

We must raise our fee to at least \$25.00. Should we raise it to \$25.00? Should we raise it to \$34.30? My personal feeling is that we should charge nonresidents an amount equal to that paid by Jasper County taxpayers. Since an entire family often uses one card, this is still a bargain for out of the district library users. What is your feeling about this?

The Internet: I planned this month to demonstrate the Internet to you as I demonstrated CD ROM technology last month. I will plan on doing this unless our meeting is too long. If it is too long, we can "surf the Internet" after our May meeting instead.

Flower Fund: This fund will soon be depleted. We would like to collect \$5.00 from each board member and employee to replenish this fund.

Monthly statistics: Because of my absence until Wednesday this week, I will bring March circulation, program, and use statistics to the board meeting for you instead of sending them in this packet.

Rensselaer News:

Staff: Sharon Phillips has taken Karen Loehrer's place as Library Assistant II, in charge of the Satellite Project. She will not only schedule, publicize and conduct the programs, but will speak to community groups to publicize this service. Her other major duty will be reference work. Sherri is a graduate of Northern Illinois University. She is from the Remington area and has one young daughter.

Exterior signage: At the suggestion of a board member, I asked Rensselaer staff if they have ever received any complaints about a lack of adequate signage. They have never received such a complaint.

On the other hand, both Rensselaer and Wheatfield staff have expressed interest in a lighted, enclosed exterior signboard similar to that which stands on the north side of the DeMotte Library. This board is the same kind used by churches to advertise upcoming events and services, etc. Staff feel this would be a good way to advertise programs.

At Rensselaer, a double-sided board might be positioned in such a way that it is visible from Van Rensselaer Street. Thus it would identify the library to those traveling south on Van Rensselaer as well as advertise programs to all passersby. It would cost about \$1996 to \$2124. A sign at Wheatfield would cost about \$960.

At Rensselaer, if the board feels such a sign is important, we could use Construction Funds. We presently have \$9000 remaining there. At Wheatfield, we do not have funds for such a sign. We could consider such a sign in the 1998 budget, or designate all gift funds not designated for other uses to be saved toward this purchase. Is this a solution you wish us to consider?

Wheatfield News:

Landscaping will be addressed this month.

I am including a copy of the letter I sent to the KV School Superintendent earlier this month. Since that time I also received a suggestion that we consider whether we might want an option to buy the house and lot to the north of the Wheatfield Library, should it ever become available. The house is in very rundown condition. Someone heard a price of \$44,000. What is your opinion on this subject?

DeMotte News:

Sidewalks: At the March meeting, Wil expressed a desire for a sidewalk from the northwest parking lot to the main walkway to the stairs, as well as from Wheatfield's staff parking lot to its building. In consultation with Wil and with Mary Duggleby and various staff, it was agreed that stepping stones used instead of paving would create a less intrusive effect. If there is no objection, we will proceed in that direction.

Jasper Foundation grant: Leanne York applied this month for a Jasper Foundation grant of \$1583. This money would cover expenses to organize the material collected on 19 taped oral histories recently collected, taped and transcribed by DeMotte Library volunteers. Persons interviewed lived in the Kankakee Valley area during the settling of the Grand Kankakee Marsh.

The oral histories will be made more accessible by:

- indexing
- creating a manuscript on the settling of the Marsh as related in the histories
- producing large DeMotte and marshland maps on which sites mentioned in the histories are plotted
- professionally binding the histories, index, and manuscript
- distributing copies to each of our libraries and the Indiana State Library
- offering a public program on the settling of the Marsh

These activities will be carried out under Leanne's supervision by two volunteers who will be paid for this work and by a professional indexer and compiler who has edited a number of historical books about Indiana.

Please let me know if you will not be able to attend the April board meeting or if you have any questions about material in your packet.

Lynn

Director's Report April 1996

Staff development: Staff attended an in-service workshop on assertiveness training this month. It was informative but would have been more successful if more time had been available for role playing specific situations. Fifteen staff attended at least one day of ILF (in addition to two board members). This was far more than have attended for a number of years. All felt the programs were excellent, although the exhibits were somewhat disappointing. Perhaps we have been spoiled by attending the massive ALA exhibits in Chicago!

I put time in the agenda for Barbara and Bob to give their comments about the all day preconference they attended on Internet K-12 at ILF.

Building problems/maintenance: I have enclosed the last (of two) letters sent to Kim Rothenberger, architect, since the last board meeting. This week we *may* have a lot of action from contractors. We will need to make a decision about our next line of action.

During May all library parking lots will be sealed and restriped. We are investigating a long standing leak at Wheatfield roof which, it appears, may be a plumbing pipe leak and not a roof leak as previously thought. We are also investigating, however, the general condition of the flat, rubber portion of their roof, since Hamstra Builders told us a year or so ago that it was in bad condition. It may be necessary to replace that this year. We have notified the KV School Corporation of a very large hole which has appeared on their property about 3 feet west of the northwest corner of the Wheatfield building.

Grants: We will receive \$38,000 from a Technology grant. This should be a sufficient amount to install our wide area network. It will not be enough to upgrade our Galaxy system. That will have to be funded with local funds. At this time, it is not certain that we *must* make this upgrade until 1997.

The State Library announced at the ISLAC meeting (Indiana State Library Advisory Council, of which I am a member) that the 1996-97 Technology grants (another \$2,000,000) will have as their priorities:

1. 56K access to the Internet for all Indiana public libraries (except those who need only dial-up access)
2. public workstations for Internet access

This fits right in with our own Technology Plan and our 1997 objectives. My understanding is that grant applications for this second phase will be due later this year.

We have also received a grant for \$1701.50 to fund a project at the DeMotte Library to make a group of oral histories more accessible to the public.

Five Year Plan--1996 Goals: On pages R 15-R 18, is the proposed plan of action for this year, developed by management staff and myself on the basis of the stated goals in our five year plan. I will be ready to discuss our decisions about the 1996 plan if you have questions or concerns.

Budget Committee: I would like to schedule a date for a preliminary budget meeting with Bob, Wil and Mary Linda. We will need to meet between Wednesday, May 22 and Friday, May 31, if you wish to present the board with a *preliminary* budget at the June 10 meeting. However, the budget does not have to be approved for advertisement until the July 8 meeting. If the Board doesn't need the preliminary presentation in June, you would have extra weeks to schedule your meeting. Perhaps the Board could decide at the May board meeting whether the preliminary presentation is necessary.

The Internet: I will be giving a demonstration of how the Internet works at this meeting.

Upcoming meetings:

NILBA Dinner: The NILBA dinner will be Wednesday, May 29, at the Michigan City Public Library. This will be your opportunity to meet Millard Johnson, new director of INCOLSA. Remember that INCOLSA is no longer just the technology ALSA for Indiana, but is the replacement for all the ALSA's. It is INCOLSA which provides most continuing education, interlibrary loan services, etc. Some people feel Millard Johnson does not see continuing education for staff as a high a priority for INCOLSA. You will want to hear his views of the tasks INCOLSA should take on. It is also important that we convey to him what services WE feel are most important.

I will need to know very soon who would like to attend this May 29 meeting.

Dan Cain Trustee Workshop: We talked briefly about this at the last meeting. The Lowell Library wants to know if any of you are interested in attending. If so, we need to fill out a questionnaire about preferred times. Cost per library: \$150. (or per board member--\$30(?))

Delphi Public Library Board Education Workshop: We also talked about a one day workshop at Camp Tecumseh in Lafayette. The workshop will focus on topics which are covered in your board handbook: IN the Public Trust. If any of you are interested, there may still be time to register. I need to know *fast*. Cost per library: \$150.

Whose Job Is It Anyway? Staff vs. Board Responsibilities: This workshop at the American Red Cross in Merrillville is geared to all non-profit boards, not specifically to libraries. It is an all-day workshop. Cost per person: \$45.

Rensselaer News:

Staff: Michelle has hired a new Youth Specialist, Jackie Reagan, to replace Rebecca Carden. Jackie has an education degree and is presently working as a Title I aide at Lake Village Elementary School. She has a good deal of experience working with children and planning programs, including author visits. She comes very highly recommended by her principal.

Heather Hopp, page, is resigning. Annette Pratt, evening clerk, is cutting her hours from 15 to 10 per week. Stephanie Filson, clerk, will work the extra 5 hours.

Rensselaer has just subscribed to the Standard and Poor Stock & Bond Guides as well as their Outlook, an investment newsletter.

On May 5, we celebrated Jack's birthday with a "Jack Standish Appreciation Day" banner above the circulation desk and refreshments in the staff lounge.

Satellite Project: The Satellite Project has gotten off to a fine start under new coordinator Sherri Phillips. This month we co-sponsored a program on grief management with the Jasper County Hospital. Thirty-one attended that program. We also offered AMA's 9th Annual Secretaries' Briefing which 24 attended. Money which we received from The Donaldson Foundation was used to subsidize the registration fee for that program. The first weekly installment of the mini-series The Winds of War attracted 5 senior citizens. We furnish popcorn and offer pop to be purchased at cost.

Wheatfield News:

The Wheatfield High School Alumni Association is considering the purchase of an historical marker to show the site of the old Wheatfield High School. If they decide to do this, would the library consent to having the marker erected in its front yard? For \$250 they can apply for one of the official state historical markers which are quite attractive. As an alternative, could a wall plaque be placed inside the library noting this as the site of the former Wheatfield High School?

The Wheatfield Friends of the Library have graciously agreed to purchase new bulletin boards and an electric pencil sharpener for the library. In April they held a book sale in the meeting room.

An oil painting class had a healthy attendance of 20.

DeMotte News:

The last oral history interviews were completed in April. The transcripts will be shipped to Eleanor Arnold by June 1. Eleanor will use them to write a history of the Grand Kankakee Marsh and will also index them. The Library continues to actively gather local history materials on this subject.

Friends of the DeMotte Library sponsored "Patron Appreciation Week", April 15-20, during National Library Week. On Monday they hosted a patron reception in the storytime room. For the remainder of the week, patrons put their names in a box for a drawing. Prizes included a \$25 Barnes & Noble gift certificate, a \$15 Top-of-the-Hill gift certificate, and an "I Love My Library" mug.

Technical Services Department

This month Tech Services processed 975 items and sent out 1,710 overdue notices. This is in addition to their responsibilities in ordering materials, troubleshooting and learning the intricacies of the automated system. In addition, Yvonne has been doing the groundwork to prepare for our new CD ROM network for which we should receive funds in June or July. Yvonne is also working on a "home page" on the "Web" for the library. If you are not familiar with what this entails, you will have a better idea after I demonstrate the Internet to you at the next board meeting.

Please let me know if you will not be able to attend the May board meeting or if you have any questions about material in your packet.

Lynn

Director's Report May 1996

Staff development: Leanne and Michelle attended a workshop on Building Maintenance. Diana, Gail and I will meet with them within the week to absorb what they have learned to improve our own building maintenance program.

I attended a workshop on Implementing Information Technologies which was less informative than anticipated, but still added to my store of knowledge. Interestingly, both the workshop speaker and Millard Johnson, INCOLSA director who spoke at the NILBA dinner last week, emphasized a similar point: We must make expensive and risky decisions about technology. We will not know with *certainty* that the technology we are committing to is the *right* technology. However, we *must* act on our educated "guesses" and advance technologically, because doing nothing will mean the death of the library.

Millard Johnson made the observation that by the year 2000, 90% of the population will have home access to the Internet and will not need to go to the public library to find out, for instance, how to build a deck. If, at that time, the public can go to the Internet, type in the word "library" and see a screen saying "Welcome to the Library: your Window on the World" followed by a screen which will guide the person easily to the information on building a deck, the library will continue to exist and receive funding. More and more I am seeing this as one of our primary roles in the future--to make the information on the Internet easily accessible to the public--and to use our funds to make available online the databases which are not available free of charge.

We have applied for a grant which will send Yvonne for training to develop a library web page (home page) on which we can organize Internet information in an easily searchable way. We will also consider ways to put on the Internet special information available nowhere else, such as the General Milroy document collection.

In late June and through July, we will be sending most staff to four computer workshops at KV High School to increase their computer competency. This is necessary for Internet use as well as all other computer use.

Continuing education concerns: Also discussed at the NILBA dinner was the unavailability of library science courses at I.U. Northwest. Our employees must travel 2 hours one way to attend classes in South Bend or Indianapolis. We were told to write to Blaise Cronin, Dean of the School of Library and Information Science at I.U. with our concerns. I will draft a letter which the board could send, noting our employees' need and desire for convenient locations where they could further their professional education.

Building problems/maintenance: Parking lots are sealed and striped. At Wheatfield, the new stepping stones have been installed. A few heating pipe leaks at Rensselaer have been fixed. Precision Control will take over all preventative maintenance of our HVAC system

(heating, ventilation, air conditioning) in the middle of June. We are very happy that we could reach a satisfactory financial agreement with them, since having one firm (Rohan Trane) maintain the equipment and another (Precision) maintain the electronic controls for the equipment caused us to involve two companies on several occasions when problems occurred. It is much better not to have to wonder which company is the correct one to call for a certain problem.

No action has been taken to resolve DeMotte and Rensselaer's heating problems. (We are happy to report that air conditioning is working this year at Rensselaer.) I have called Kim Rothenberger to find out why nothing has been done. He will "make some calls and get back to me." I hope to have a report for you at the Board meeting. If we hear nothing satisfactory, I believe it is time for a final letter from our attorney asking for an immediate plan of action with designation of who will carry out each activity and a projected date of completion.

Technology Grant: As we talk to vendors who wish to install our wide area network for cd-rom access (and later for Internet access), we are beginning to believe that the \$38,000 grant may not cover all costs. Some of our existing computers are of lower capacity than we originally thought and must be replaced or upgraded to handle the new tasks. I would like your tentative permission to use up to \$15,000 of the \$40,000 we are planning to put into LIRF this year if needed to make the system workable. However, before *spending* any of this money, I will bring you the *specifics* of what we want to use it for.

Rensselaer News:

Staff: New pages are Valerie Colvin and Susan Wakeland.

Investment aids: Rensselaer now subscribes to Standard and Poor Stock & Bond Guides as well as Outlook, an investment newsletter, to Morningstar, and to Value Line. Michelle will soon be giving her staff a mini lesson on use of the investment sources and will put together a bibliography for investment clubs and other investors who use our library.

Rensselaer participated in the Rensselaer High School's **Business Club Internship program**. This new program brought student Abanna Riley here for 1 3/4 hours each weekday for 3 weeks. She was a quick learner and proficient in the tasks we gave her. Michelle insured that her jobs were varied so that she had a taste of all the operations of the library. We hope the school will continue the program and ask us to participate again.

Programming: The Winds of War, 5 part video series, was attended each week by between one and 5 senior citizens. More successful was an excellent satellite program on Family History and Cancer which attracted 15 persons and was followed with a discussion moderated by Becky Primeau, an oncology nurse at Jasper County Hospital. All agreed that the moderator was a key factor in audience satisfaction. A program on "Writing Down Family Stories" attracted a surprising 16 adults and senior citizens, while 8 persons attended the Wednesday noon Brown Bag Book Chat.

Wheatfield News:

Programming: Diane met with each class at Wheatfield Elementary School to inform them about the Summer Reading Club which starts this month.

Building problems: A longtime leak above the ceiling was finally pinpointed and repaired by Hamstra Builders. An inspection of the roof by Bill Runyon of Runyon Roofing (Bill roofed both the DeMotte and Rensselaer buildings) indicated that the shingle roof is still in good shape. The flat roof is beginning to show some wear. I want to put that on our schedule to replace next year. Bill did discover that the present ridge vent has partially disappeared and needs to be replaced with a better quality vent. I have asked him to do that repair work.

In other repair work, we think we have finally found the cause and resolved the problem of the recurring sewer gas smell in the staff lounge. Gutters have been cleaned, and a faulty lock on the office credenza has finally been repaired satisfactorily.

Circulation: Mary Duggleby and I have discussed the decrease in Wheatfield circulation. Mary has discreetly questioned others to determine if any hidden problems could be the cause. She has found nothing. She noted that last fall she and five friends, all heavy library users, made changes in their lives, either going back to school or getting full time jobs. In a small library, changes in reading habits of just a few could easily have an effect on circulation. Diana has often noted that the library appears to be busier than ever, while circulation continues to be low. This could mean an increase in in-house use of materials. It may be that at Wheatfield we will have to accept that we will have ups and downs in circulation which do not reflect on what we are doing or not doing.

Incidentally, the Lowell Library, which had more than a 20% increase in circulation in the year after they moved to their new building, had less than a 1% increase in circulation in 1995. It is very possible that we are seeing the effect of the Internet and of in-house use of CD ROM which allows patrons to make copies of materials rather than checking out books and magazines.

DeMotte News:

DeMotte is testing a new index to periodicals during May and June. Staff from other branches will visit DeMotte so all may determine which index is preferable.

Jill created a reference trivia sheet to aid DeMotte staff in studying their reference materials and improving their reference skills. All 33 classes at the DeMotte Elementary School visited Charlotte at the library this month to learn about Summer Reading Club.

Technical Services Department

We purchased three Pentium PC's for Technical Services. Tech Services computers have the heaviest demand for performance due to the complexity of the programs run on them, yet two were only 386's and all were running slowly. We will attempt to use the machines in other areas where their required tasks are less demanding.

This month we received a software upgrade to Galaxy. As always, although we are assured that we would not *see* the differences, small problems have cropped up here and there that have taken time and patience to get resolved.

Additional appropriation for technology money: We did not advertise our \$38,000 grant money when advertising our budget last year (because we did not know we would get it). Therefore, as a formality, the Board must approve an additional appropriation of this money. I will have the form ready for your signature at the Board meeting. We do not need the approval of anyone else to spend it. Our minutes must simply show that the Board took action.

Please let me know if you will not be able to attend the June board meeting or if you have any questions about material in your packet.

Lynn

Director's Report June 1996

Staff development: Most of our staff attended the first two of four computer workshops arranged specifically for them at the KV High School Computer Lab. They feel these are very useful and well-presented. Several staff members attended a workshop on Using the Internet to Answer Reference Questions. They came back very enthusiastic about what they learned. The workshop was presented by staff from the St. Joseph County Public Library. Yvonne attended an Internet and Email conference in Chicago, learning more about computer security and networks. She and Michelle also attended a mini-budget workshop which I gave Anne Marie and Mary Duggleby, at their request.

Training opportunities are coming up this summer to which I would like your permission to send staff:

Gaylord Users' Meeting and Training Sessions on Friday and Saturday, September 6 and 7 at the Gaylord headquarters in Syracuse, New York.....Attendees: Julie Eisele, Yvonne Beever and I. We would drive. Cost is for transportation, meals and hotel. No workshop fees.

Note: We work very closely with Gaylord. It would be very helpful to meet those with whom we work, to see how the operation is organized and to understand more about the direction in which Gaylord is moving and how it will affect us. Neither Yvonne, or Julie, her back-up for system administration, has ever received formal Gaylord training. This would be a good opportunity for that. The other major automated system in our area, Dynix, requires that staff visit their offices for annual training (in Provo, Utah). Gaylord has never offered anything like this before.

Fred Pryor workshop on Communication in Lafayette (\$79).....Attendee: Peggy Woods, Tech Services Specialist

Grant writing workshop in Monticello sponsored by the Nonprofit Resource Network of Western Indiana (\$25 each).....Attendees: Michelle Heeke and Lyn Day

ALA Conference in New York; payment of registration fee only (\$140)....Attendee: YvonneBeever. Yvonne is a committee chair in ALA. She will pay her own travel, meal, and hotel expenses. We will pay her for two work days while she is there. We did not pay any expenses when she went to ALA Midwinter Conference in San Antonio, so I would like to pay this portion of her expenses for the summer conference. She attends Gaylord Users Group meetings, workshops and brings new information back from the exhibits.

Meeting room use: We have allowed the Adult Learning Center to use our meeting rooms at Wheatfield and DeMotte 17 day hours and 3.5 evening hours per week. You may be interested to know that 191 persons participated in that program at our two libraries this year!

Building problems/maintenance: Nothing much seems to be happening in the efforts to solve our heating, plumbing and air conditioning problems at DeMotte and Rensselaer. I have included in your packet a summary of the letters which have been flying back and forth since we opened the last round of activity. I see many promises, but few results.

On the advice of our attorney, I did not answer Circle Design's letter of 6/20 sent to Kim Rothenberger. Another "threat" to take action could be seen as simply crying wolf. (See R 31-R 37) Instead Kent recommends that you consider demanding another meeting of all concerned parties soon after the July board meeting. Kent would be present at this meeting. He would state the Board's position that there has been more than substantial time to determine and correct defects. Your deadlines have been ignored. If problems are not resolved within 30 days, we will hire other companies to investigate and remedy the situation and, if necessary, sue all parties concerned for reimbursement of expenses.

You will need to decide at the July 8 meeting what course of action you wish to take. Incidentally, I have made a 10 page synopsis of the problems we have had and the repairs made (and paid for). I don't think all of you would be interested in having a copy of this. If you are interested in seeing a copy, please let me know.

Circulating CD ROM Collection: Next year we would like to begin a collection of CD ROM titles which may be borrowed by patrons for home use. Staff have received a number of requests for these. Average cost of a CD ROM is \$50. We would start small at each library. Presently, we are considering subscribing to the Indiana Visual & Audio Network (IVAN)'s circulating cd-rom collection. For \$1000 the first year, and \$500 each succeeding year, we would receive a package of 15 titles every 2 months which we would use for two months, then send to the next library on the circuit. That's 90 titles per year.

Libraries using the service say their patrons are extremely enthusiastic about it. It gives people a chance to try out a product before deciding whether to purchase it for themselves. Each package contains 5 reference, 5 children's and 5 entertainment cd-roms. The libraries use it also to determine what to add to their own permanent, purchased collection.

Presently, staff are evaluating the information we have received about this service, to decide if they wish to subscribe. If they do, I will ask for the board's permission to contract with IVAN for this service. You may remember that we contracted with IVAN (which is an Indiana Library Services Authority) for videos some years ago.

Technology grants

Additional appropriation for technology money: Before spending our Technology Grant, it is necessary for us to legally advertise the additional appropriation, hold a public hearing, and vote to appropriate the funds. The public hearing will be at the July 8 board meeting. Following that, the Board must pass a resolution to appropriate the grant funds so that we may spend them.

Technology Grant, Round 2: We may receive the application form for the Technology Grants for Public Libraries, Round 2, by the time of the July 8 board meeting. We may not. However, the Board will have to vote on July 8 whether to apply for the grant, since applications will be due on July 31. These grants will be fairly cut and dried. We can apply for a 56kb connection to the Internet or a dial-up access. In the second part of the application, we can request public access workstations for Internet access. (In our set-up, these workstations will also give access to the CD ROM network and the online public access catalog (OPAC).)

I recommend that we apply for a 56kb connection to the Internet, which is a full time telephone line connected to a library computer (or computer network) through a router/conversion unit. The average annual cost of this type of connection is about \$4500. We will have the money in 3.26 (networking charges) to cover this expense.

I also recommend that we apply for 5 public access workstations as we begin to trade OPAC "dumb" terminals for the public for full computer workstations which can also network the CD-ROM's and Internet access. This will give us 2 at DeMotte, 2 at Rensselaer and 1 at Wheatfield.

Rensselaer News:

Staff: New Library Assistant II at Rensselaer, Lynda (Lyn) Day, takes Sherri Phillips place as Satellite Program Coordinator. Her other duties involve circulation and reference work and maintenance of the vertical file. With a new Children's Specialist starting June 2, a new page starting June 1, and Lynn starting June 18, Michelle's time has included a good deal of training time!

Michelle and her staff have been previewing several CD ROM products, mostly for business. Management staff decided at their last meeting to change from InfoTrac for magazine indexing and full text access to EBSCO's Public Library FULLTEXT which will give all three libraries access to full text articles from about 130 journals and indexing to hundreds more -- and cost less. In doing so, we will also switch to EBSCO's Health Source from InfoTrac's Health Reference Center.

Patrons are very excited that Rensselaer is now receiving the Value Line investment publication. I will give you a copy of the investment bibliography which Michelle has produced for the investment groups and patrons in general.

Amy Brown, Rensselaer page, is substituting for Jack while he is on his vacation. Amy will be quitting at the library July 15.

Michelle Hecke, Agency Librarian, and Jackie Reagan, Children's Specialist, will give you a short update at the July meeting on what is happening now and what they see in the future for the Rensselaer Library.

Programming:

Jackie's first Summer Reading Club program, planned ahead of time for her by former Library Specialist Rebecca Carden Gibson, was a craft program. So many children signed up that she wisely divided them into four sessions, all on the same day. She had a total of 63 children attending. She was helped in this ambitious project by several other staff.

Book Discussion: The Two Alberts: Fountain and Fall by author Gordon Owen, of Las Cruces, New Mexico attracted 27 persons. Owen, who has local ties to our area, shared the highlights of the lives of these two men, as detailed in his book which was the result of 10 years of research.

Wheatfield News:

Both staff and parents like the new Summer Reading Club plan which involves a program only every other week, with children coming in at their own convenience to have reading lists checked. Circulation was up a whopping 16.2% this June over last June!

Programming: Diane's preschool story hours have grown in popularity over the years, it seems. She now has to schedule two sessions per week to accommodate all children!

Technical Services Department

This department processed 780 items this month, and sent out 425 overdue notices. To free Yvonne to handle the system administration problems, networking project and other technological needs of the library, Peggy and Julie do the great bulk of cataloging and processing. Yvonne does original cataloging where her assistants cannot find existing cataloging records for items. Peggy is now handling most of the acquisition problems, dealing with vendors.

Yvonne plans to begin training Julie more intensively on computer system duties now that the changeover in responsibilities has taken place. As Yvonne handles problems which arise, she becomes better acquainted with the Galaxy system and more expert at fielding these problems.

Please let me know if you will not be able to attend the June board meeting or if you have any questions about material in your packet.

Lynn

Director's Report July 1996

Budget: This board meeting we must hold our *Budget Hearing*. Any taxpayers wishing to be heard at this time are invited to speak.

Electronic transfer for federal tax payment: The government is pressing all businesses to pay payroll taxes by electronic transfer. If we continue to pay by check as at present, we will be charged an extra 10%! The second option is to use the ACH Credit method (Automatic Clearing House) in which we authorize the bank to pay from our account. This would cost us \$2.00 per payroll and we would be liable for penalties if the bank "goofed" and didn't make the correct payment on time. The third option is ACH Debit. With this method, we notify the government (exact procedure to be explained to us later) the amount which is owed. They take the money from our account. No charge. If they make a mistake, we are not penalized.

Our accounts payable voucher and the notation in our bank statement provide the proper paper trail needed for auditing purposes. Electronic transfers are approved by the State Board of Accounts. We would like the board to approve the use of ACH Debit method for payment of payroll taxes.

Staff anniversaries: We have two employees whose 10 year anniversary dates at JCPL occur this year: Rose Howard, Janitor at DeMotte and Wheatfield (June 28) and Cookie Kopanda, DeMotte Library Assistant II (November 17). We have one employee who is completing 5 years at JCPL: Julie Eisele, Technical Services Assistant II (August 12). It would seem appropriate for the Board to honor them in some way. Do you have ideas?

Staff development: Most of our staff attended at least one or two of the 4 *computer workshops* arranged for them at the KV High School Computer Lab. One supervisor stated in her monthly report: "After staff completed all of the computer workshops, I noticed more people using the PC, and with more confidence. I think that these workshops were very beneficial, especially to those who knew very little."

Lyn Day, who manages the satellite program, and Leanne York, DeMotte Librarian, attended a *grantwriting workshop* from which they returned with new ideas and enthusiasm for grantwriting. Michelle attended a workshop on *Managing Electronic Journals* in the Library. We do not yet subscribe to any electronic journals (magazines available in their entirety on the Internet or on CD ROM), but what she learned will help us make decisions later about this new format.

We offered a free satellite teleconference on *Libraries and the WWW* (World Wide Web) which proved to be very informative for the 9 JCPL staff and two librarians from other libraries who attended.

Yvonne attended *ALA* in New York where she was able to confer with associates from Gaylord whom she has formerly only dealt with by phone. She also has been able to institute electronic

ordering of audiovisual materials as a result of consultation at ALA with our vendor. We already use electronic ordering for our Baker & Taylor orders.

Rensselaer staff completed a questionnaire designed to help Michelle determine the level of *Internet training* needed by each staff member. She will then work with each to insure that all are adequately trained. To assist in the training, she has created an Internet Treasure Hunt, designed to familiarize staff with some of the most useful Internet sites.

On Wednesday, August 7, management staff and others will travel to the Fountaindale, Illinois, Public Library, near Bolingbrook, to see how a *CD ROM network* operates in a Galaxy library. This library is not presently set up exactly as we will be, but the arrangement is close enough for us to get an idea of the possibilities and the problems.

Requests for permission to attend workshops: I would like Yvonne Beever to attend a Career Track workshop on "organizing your life" in September (\$39). I would also like to send Michelle Heeke, Rensselaer librarian, to "Circulation: The Outs and Ins for Managers and Supervisors", a two day workshop at the University of Wisconsin-Madison/Extension, School of Library and Information Studies. In addition to the \$127 conference fee which includes lunches, we will need to pay for travel expenses and hotel for two nights. University of Wisconsin has consistently excellent continuing education programs which have proved very valuable to our staff.

We would also like to send 5 staff to a hands-on Internet Workshop at I.U. Northwest planned for northwest Indiana public libraries (\$20 per person).

Building problems/maintenance: A representative of Siebe Controls and Jim Krol, of Precision Controls, examined the actuator installation at the DeMotte Library. It was determined that the controls were part of a defective lot. The company will let us know how much they can reimburse us for ones we have replaced. Several existing actuators were found to be "going bad" and will also be replaced.

On Wednesday, July 31, we met with our attorney, architect and contractors. Bob Souza attended this meeting also. Various of those present agreed to take responsibility for seeing that the following tasks are completed quickly:

- Provide missing insulation and replace insulation disturbed by contractors
- Contact elevator manufacturer and determine why we have unusually high repair costs
- Resolution of actuator/leaking valve stem problems
- Spot check air flow at VAV 's which have typically shown they cannot reach set temperatures during heating season; check for blockage in coils if possible. (A test of water temperature at those sites may also have to be done to diagnose the problems, but can only be done when it is cold outside.)
- Find disk on which mechanical as-builts were recorded and make new as-built drawings from this (if disk is still in existence) for the library.

A progress report will be available by the night of the board meeting.

Circulating CD ROM Collection: The staff at each library wishes to purchase a subscription for

the IVAN circulating CD ROMs. The Board, having agreed to this at the last meeting, must enter into a formal agreement to join IVAN (Indiana Visual and Audio Network Library Services Authority) , paying the appropriate membership fees and lease fees for the 1997-1998 service year. Payment is not due until 1997. I have enclosed a copy of the document which must be approved at the board meeting. We will be paying \$1500 in membership fees (3 memberships) plus \$1500 lease fees. In future years, we will pay only the lease fee charges.

Technology grants: Vendors' proposals for the cd rom network are in our hands. We are working on determining the best proposals.

One vendor has proposed that we consider using "spread spectrum radio technology" to transmit between our locations. IF it can be established that there is a clear line with no high buildings or hills between our Rensselaer and DeMotte and Rensselaer and Wheatfield buildings, it may be possible to erect antennas and transfer data between locations without telephone lines. This would eliminate monthly telecommunications costs and provide faster data transmission. We would recover cost of installation in 1-2 years. We are investigating.

Yvonne recently attended a workshop on HTML funded by an INCOLSA grant. HTML is the language that is used to write a Web page. She is using this knowledge to write a JCPL Home Page which will exist on the World Wide Web. It will give people information about our library presently available in our Users Guide (which we are updating at this time).

Yvonne also plans to put the General Milroy document collection on the Web by scanning each document into the computer. INCOLSA has a portable scanner which they will loan to her.

If we wish, we can also use this home page to guide those visiting the page to good sources of information on the Internet. Once we have a 56k connection to the Internet, which will mean a line is open all the time, visitors will be able to link to our OPAC through the home page also.

Genre fiction paperbacks: In an effort to increase circulation , agency librarians and tech-services librarian created a plan to purchase and process genre fiction (westerns, mysteries, romance, sci-fi) paperbacks in a quick, inexpensive way that provides the most books at the lowest cost. This was in accordance with our 5 year plan.

Government documents: Also in accordance with the five year plan, Michelle and Glenda toured the Government Documents Collection at St. Joseph's College. They have shared the St. Joe collection development plan with the Rensselaer staff, indicating the subject areas St. Joe concentrates in and a list of specific resources available. Michelle will share the information with the other libraries at the next Management Meeting. Once we know what is available, we will be able to better serve our patrons' needs.

DeMotte News:

A total of 269 *children* in grades K-4 signed up for the summer reading club. 142 children completed the required reading. Total attendance at the 6 weekly programs was 1002 children.

The *young adult* reading program ran through the months of June and July. A total of 501 books were read by over 60 teens during this 2 month period. Weekly prize drawings were held.

Rensselaer News:

Discards: A patron has requested that we give him our old Morningstar and ValueLine issues. These investment publications are updated frequently. Because we anticipate that other patrons might also like to have our castoffs, we have chosen to put them in a box in the foyer marked "free", so that everyone has an equal opportunity to take them. This did not make our patron terribly happy, but we feel it is fairer to all.

Meeting room use: Because of the demand on their meeting rooms, the Rensselaer library is instituting some rule changes for 1997 use of the meeting room. Groups may not schedule more than 3 consecutive meetings. This will not only make the room available to more groups, but will allow staff time to schedule library programs which cannot always be scheduled far in advance.

They will open the storytime room when necessary to groups who are willing to set the room up and take it down themselves and who can be out of the room 15 minutes before the library closes.

They will allow advance reservation of the study room which seats 4.

The DeMotte and Wheatfield libraries do not feel they have a problem with meeting room scheduling at this time and will make no changes. All libraries are keeping track of the number of unfilled requests they receive for meeting room use.

Programming:

Lyn has scheduled three satellite programs for this fall. Two are free and one is the AMA working women's teleconference. The Sign Language class for which we are underwriting costs is now filled to its 25 person maximum. Six persons are on a waiting list.

The summer reading program has ended, with 148 children registering, and 63 children completing it. Attendance at the 3 programs totalled 130. Jackie is now beginning her story hours and finds she really enjoys them. She has also scheduled programs for later this summer, including a puppet show held last Friday and a reptile show. She is trying to get a rock band to come for a YA program.

Wheatfield News:

This month was eventful for Wheatfield staff, as they experienced over a week without water. Diane and Diana received long needed desk chairs, the lights in the children's area now work, the hole in the ceiling from the pipe leak was patched and resprayed with plaster as were two other spots in the building, and a discipline problem caused one child to be banned from the library for one month. A book sale in the meeting room which was to be a week in length has continued for more than a month as people continue to donate books and ask to check the sale shelves.

Thirty-four children signed up for summer reading club, with 19 of those completing their reading. The three reading club programs attracted a total attendance of 61.

Previously, you gave permission for Sorrowful Mother Catholic Church to use the meeting room for 1 1/4 hours on Sundays. They have been very appreciative of this and would like to continue to use the room. Diana indicates the library has had no problems with this use, and feels the cooperation between the two has been good as a result. (We used their restroom facilities during the time when the library had no water.) I would like you to give permission for continued use.

Wheatfield property: As some of you know, we have been exploring the possibility of purchasing the property north of the Wheatfield library, 2 lots measuring 100' x 140', and including a house and small barn. It is now on the market at an asking price of \$29,900.

Father Phil Mahalic, Sorrowful Mother Church, has expressed an interest in working with the library to acquire the property and develop it into a parking lot. After much telephoning and conferring, we decided to wait until the church council decides the extent of their interest, then talk further. In the meantime, we need to determine what we see as the future of the Wheatfield Library so we can determine how much of our limited financial resources we can devote to developing it.

- Is the Wheatfield area going to grow?
- Will this growth result in a marked increase in Wheatfield Library use or will new property owners gravitate toward DeMotte for services?
- Can we afford to have 2 full service libraries within 8 miles of each other or should we offer only limited services in one?
- Is expansion of the Wheatfield Library necessary in order to give good but limited service or is it necessary only if we commit ourselves to offering all the services presently available at DeMotte and Rensselaer?

These are board policy decisions. Once these decisions are made, it will be easier to determine what kind of financial commitment we wish to make toward obtaining this property adjacent to the library.

Neither Bob nor Barb will be at the August meeting; however, they agree that we should discuss these issues and try to reach a consensus. Diana Kooy, Wheatfield Librarian, and Diane Kros, Children's Specialist, will be at the meeting to report on their library and to answer questions you may have as you discuss this issue.

Technical Services Department

Over 1000 items were processed and 446 overdue notices mailed out in July.

Computer problems are presently taking an inordinate amount (I think) of Yvonne's time as troubleshooter. It gets frustrating, but we are learning and that should make it easier for us in the future.

R 26

Please let me know if you will not be able to attend the August board meeting or if you have any questions about material in your packet. This month it is critical that everyone attend who can, since we already have two board members on vacation.

Lynn

Director's Report August 1996

Budget: The budget has been approved by you and filed with the County Auditor's office. We wait now for our budget hearing which will probably be in October.

Staff anniversaries: Anne Marie had a great idea for honoring long-term employees. The Policy Committee liked it and is proposing a change in the Holiday Policy to implement it. (R9 & 11).

Staff development: Four staff have attended an Internet reference workshop at IUN arranged by the directors of the northwest Indiana libraries. Other staff will be attending these hands-on workshops within the next few weeks. Ten staff visited the Fountaindale Public Library at Bolingbrook, Illinois to witness their cd-rom network in action in conjunction with their GALAXY automated system. It helped us to see what we can expect from our new network.

Our Staff Development Day has been scheduled for Friday afternoon, September 27. On October 8, only the Rensselaer and Wheatfield libraries will close for District Meeting. DeMotte will remain open, as fewer staff indicated interest in attending the meeting.

Building Problem Resolution:

- *Provide missing insulation and replace insulation disturbed by contractors:* The architect (Kim) asked the general contractor to make arrangements and let him know the time schedule. He has not had an answer and will follow up. (8/30)
- *Contact elevator manufacturer and determine why we have unusually high repair costs.* Montgomery (the manufacturer/installer/maintainer) called Leanne to discuss problems and will look into it further. Kim stated that he is seeking reimbursement for us for some of our costs. He will follow up with Montgomery. (8/30)
- *Resolution of actuator/leaking valve stem problems.* Still no word on how much we will be reimbursed and whether we will be given an extended warranty on the remaining valves of that valve lot. Jim Krol of Precision Controls has a call in to Siebe but no response. Will call again and let me know. (8/25) I called again to follow up, but no response (8/28, 9/2)
- *Spot check air flow at VAV 's which have typically shown they cannot reach set temperatures during heating season; check for blockage in coils if possible.* Circle R and Precision Controls met at the library 8/20 (second try) for this purpose. Probe could not be inserted to check air flow. There's a possibility that it is too small (??!!) but greater possibility that there is solid matter in the (whatever) which is restricting airflow and the probe as well. I suggested that Circle Design be contacted. This has happened. Marv Trietsch of Circle Design called Kim to discuss the situation but did not connect. Kim has a call back to him. (8/25, 8/28)
- *Find disk on which mechanical as-builts were recorded and make new as-built drawings from this (if disk is still in existence) for the library.* No news on this.

Further progress (if any) will be reported at board meeting..

Wide area network project: We have decided to ask Think Tank of Merrillville to design and install our system. They will give us specifications for necessary equipment. We will then use a formal bid process to bid this out, since it is very possible that the total hardware cost will be above \$25,000. At the same time we will advertise for bids for the direct sequence spread spectrum wireless system which will (we hope) provide our communication between libraries. This also may be more than \$25,000. \$25,000 is the legal limit above which we must bid our project.

The site survey for the wireless system will be performed Friday, Sept. 6. After the survey, we will know whether this system will work for us. The survey will cost us \$2100. If the surveyors certify that the system will work, and if we hire *them* to install it, we have a money back guarantee on all costs beyond the \$2100. If it does not work, we will not have to pay for installation of the towers or for the equipment -- contrary to what I told you at the August 26 board meeting.

Resource Sharing: Michelle, Rensselaer agency librarian, and Leanne, DeMotte agency librarian, gave a mini-workshop at each of our libraries on new reference materials available in their libraries. Staff appreciated the chance to see what is available in the other branches, since they can draw on these resources to help their *own* patrons.

In August large print book collections were shifted among libraries. Every 3 months, 1/3 of the large print collection of each library is boxed up and routed to one of the other libraries for circulation. Since agency librarians work together when selecting these materials, to insure a minimum of duplication, this allows a small collection to seem much larger. Patrons like it!

Public Relations: Children's/Youth Services Specialists have created the new Teacher Reacher, a newsletter distributed to each teacher at the beginning of the school year. Renee did a great job of designing the layout, as she does for all our publicity. (Amber is the creator of the eye-catching posters you may have noticed.) This year, at the request of the school Media Specialists, a list of all JCPL educational videos and magazines has been placed, not in each Teacher Reacher, but in each media center where they will be more readily available to teachers when needed.

DeMotte News:

DeMotte has spent August regrouping and laying plans for fall programming. Charlotte and Renee worked on a newspaper article encouraging people to add their names to DeMotte's list of program presenters, sharing their talent or knowledge with others. Leanne has been dealing with the ever-present problem of finding craftsmen to repair toilets, chairs, landscaping. It is not easy.

Rensselaer News:

This month was busy for Youth Services. Jackie presented two well-attended programs which brought adults as well as children. Pat Day, zoologist and husband of staff member Lyn Day, brought an assortment of reptiles, talking to the group about each. One Friday afternoon, a puppeteer from Indianapolis drew a crowd of well over 100 for a very professional production of the Wizard of Oz. The production was held in the youth services area of the library, since the meeting room was too small for the crowd.

Wheatfield News:

Outside weeding and trimming has been worked on. Indoors, new book displays include one on sports and sports figures, and one on fabric crafts which includes a display of marbled fabric created by the quilt club.

To solve the overcrowded workspace problem, Diana has ordered two desks to replace a table in the workroom. We hope that this will let staff work more efficiently, allowing them to store their work materials in their own desk drawers. Two computers are being upgraded, to perform needed functions. An old computer from the Tech Services department will be moved to Wheatfield soon for public use. Wheatfield is the only library not yet offering an IBM/compatible PC for public use.

New bulletin boards, paid for by the Wheatfield Friends of the Library have been ordered for the staff lounge and Diana's office.

Technical Services Department

666 items were processed and 386 overdue notices mailed out in August. In addition, 60 long overdue letters were printed for persons whose borrowed materials became 3 months overdue within the past 3 months.

The GALAXY system was down for several hours one day due to a Gaylord error made a few months ago. This is one of the very few times the whole system has been down when the problem has been the *system* itself. Usually, the problem is in the data lines (phone lines) connecting the libraries.

Yvonne attended a very useful HTML workshop (the language used to create Internet web pages), through an INCOLSA grant. The grant provides the workshop, then requires participants to design and mount a library home page with "original content". Yvonne has designed a basic home page for JCPL and has begun to scan in documents from the Milroy collection to be put on the page at a later date. Soon she will have the page put on the Web. She has done most of the work for this on her own time, since she has been so busy with other job responsibilities. Scanning has been done at the St. Joe College Library; however, this will take a lot of time and we are investigating the possibility of purchasing our own scanner in the near future.

Monthly Report: Your monthly report (R 4) has a new column entitled "Hours Spent". This column translates some staff activities into time spent on those activities. Page R 19 indicates what is involved in each task and the average amount of time the staff thinks is spent on each task. I would like to know at board meeting whether you feel this information is valuable to you, *or* whether I should keep it for staff use only, *or* whether you would like to see it perhaps only once a year, in your annual report.

Please contact me if you are unable to attend the September board meeting or if you have any questions about material in your packet. Don't forget to bring your completed evaluation forms.

Lynn

Director's Report September 1996

Director's salary: At the executive session before the meeting you will evaluate me. At the open board meeting you need to designate my salary for next year. As I explained during budget preparation, I am requesting a 5% increase (from \$39,915 to \$41,912). My increases for the past few years have been about 2% per year. I feel a 5% increase will put my salary in line with those of other libraries whose directors have responsibility for comparable budgets (and all but 2 of whom supervise smaller staffs than do I.)

Using 1995 Statistics of Indiana Libraries, I found 15 libraries with 1995 operating expenses within \$100,000 of the JCPL expenses. The average director's salary for the 8 libraries listing an *actual* salary was \$42,929. The other 7 libraries listed high and low salary ranges for directors as follows:

Alexandrian Library	\$27,124-\$57,146
Bedford	\$35,000-\$45,000
Frankfort	\$40,000-\$51,000
Greenwood	\$38,000-\$48,000
Hussey-Mayfield	\$40,541-\$50,364
Knox County	\$32,474-\$35,072
Wells County	\$31,491-\$33,612

Building Problem Update: On Wednesday, October 9, technicians from Circle R Mechanical will open several VAV boxes at DeMotte in the presence of representatives from Circle Design (engineers) and Precision Controls (electronic controls subcontractor). They will try to ascertain if there is blockage keeping water from flowing through and heating properly. If there is blockage, we will have to hire a company that specializes in draining and cleaning out clogged systems. We will then have to determine who is at fault and attempt to recoup our expenses.

Board development opportunities: The next NILBA dinner is October 30 at Phil Smidt's in Whiting. Anne-Marie is the new NILBA president and will preside over the program. Guest speaker is the Executive Director of the American Library Association (ALA). I need to know at the board meeting whether you will attend. I will be in Brown County at a library workshop during the NILBA dinner, and will not be able to attend. However, that should be a relief to those of you who let me drive the last time to Phil Smidt's--and we ended up in Illinois!

Dan Cain will present another excellent workshop (I can promise) on **Building Effective Board Teams** at the Lake County Public Library on Saturday, November 9. Would you please check your schedules and see if you will be able to attend that workshop? For those of you who have not heard Dan Cain in the past, he presents a lively program dealing with the practical issues of working on a nonprofit board. We all learned a lot from him.

Internet Service: I will update you on the Skye/net proposal for an Internet POP (point of presence) at the Board meeting. Our Technology Grant for a 56k Internet access and for 5 public workstations was approved. If we accept Skye/net's proposal, we will not accept the 56k access offered by the grant. I will know more about all of this by board meeting.

Wide area network project: The site survey for the wireless lan showed it would be cost-prohibitive to install this LAN (\$55,000 just for the 200' towers). We are working again with telco line providers (telephone line providers) to find the most economical way possible to get the amount of bandwidth we need to provide fast service at all locations. Once we have the answers to those questions, Think Tank will create the final design of our network and give us the specifications necessary to allow vendors to bid on providing the equipment.

INCOLSA Courier Service: This service will be called "INCOLSA WHEELS". It will begin in January 1997 and will transport interlibrary-loaned books, magazines, videos and other library materials between Indiana libraries. We estimate that we spent about \$984 on postage for these items in 1995. We are planning to sign up for two stops per week. The cost is \$50 per year for the first stop, \$450 per year for each additional stop. In addition to the savings in postage, we will be provided with nylon zippered bags and labels which will eliminate the need to purchase padded book bags and will eliminate the staff time taken wrapping packages, weighing them, applying necessary stamps or taking them to the post office. Materials will be insured.

The service will be evaluated after 6 months to insure that materials are being delivered quickly and efficiently.

Staff Training: Michelle, Rensselaer agency librarian, and I created a mini-workshop, presented at each library, on using Internet search engines. Michelle and Leanne attended a Vendor Fair at INCOLSA at which they learned about the fulltext online services available via the Internet (for a fee). They observed that many libraries seem to be planning to move away from CD ROM's and toward online services within the next few years.

The three children's services specialists attended the Children's and YA Division Conference in Indianapolis, discussing issues concerning children's use of the internet, and ways of dealing with problem patrons.

Technology questions, including internet use policies, were the biggest topic of discussion at JCPL's Staff Development Day last week. Other library policies and problems were also discussed, some procedural issues clarified and revised. The staff felt it was valuable to have this opportunity to discuss issues together and get their questions answered.

This month we began "staff visits". Each staff person made (or is making) arrangements to spend a few hours at one of the other branches learning about some aspect of that library's operations. Some spent time with their counterparts at the branch, others investigated cd rom software or circulation procedures. By the end of November, all staff will have made a staff visit. Most enjoyed the opportunity and came back with new ideas.

Library Use: Last month I sent you a list of the kinds of in-house library use we tally and the average number of minutes we spend on each kind of task (see September packet, p. R19). We then began tallying the number of hours we spent on the various tasks listed on the "Monthly Report" form (see far right column, R 4, October 1996 packet). Last month we spent 353.7 hours on such activities as intralibrary loan, interlibrary loan, patron computer use, walking book visits, etc. I know now why staff are feeling so pressured, for in comparing September 1996 against September 1995, I found that we spent 86 more hours on these tasks this year than we did last year! That's a 32% increase, especially since we added no extra public service staff in 1996.

Programming also saw a big jump this year over last year. Last year in September we offered 28 programs which were attended by 362 persons. This September we offered 62 programs, attended by 903 persons!

DeMotte News:

Rocks have been cemented into the hill in front of the library and handicapped parking signs have been installed. Jill has created a bulletin board display featuring Indiana's colleges. The display is in the young adult room and is highlighted with various college pennants. DeMotte's circulation was up 10.6% this month from September 1995!

Rensselaer News:

The Youth Services area is being reorganized somewhat, as holiday books are being moved to a new, easy to find location and toddler board books are shelved in one place. Parents say they "love it."

Glenda purchased all missing rolls of Rensselaer Republican microfilm this month. She and Michelle may submit an application to the Jasper Foundation for a grant to purchase the rest of Rensselaer's newspapers available on microfilm.

A Blue Spruce was planted as a memorial gift from the last graduating class of the old Rensselaer High School.

Michelle and Sharon have begun planning their 1997 programs. They are seriously considering planning another series of sign language classes, as the present series is quite successful and many interested persons had to be turned away. The Library underwrote a portion of the expenses for this series.

Wheatfield News:

Note that Wheatfield's circulation was up 16% this month over September 1995! Some furniture shifting will occur in the next few weeks as they make room for the genre fiction paperback rack and relocate computers. Each library has added a paperback rack for genre fiction which includes mysteries, westerns, romance and science fiction. A new ordering plan will add a certain number of these books to each library every month, in an attempt to provide the popular light reading which is much in demand.

This year, Diane is reading to several more classes each month at the elementary school. Preschool story hours are getting so large that Amber is attending them to help Diane out! I dislike using so many exclamation points, but I am very impressed by what our staffs are doing.

Technical Services Department

850 items were processed and 498 overdue notices mailed out. 84 long overdue letters were sent.

The Library's web page went up "live" the second week of September, thanks to Yvonne. For those of you with access to the Internet, our address is: www.netnitco.net/jcpl/index.html.

Yvonne is doing far more than one person should be asked to do right now, troubleshooting computer problems at all three libraries, researching Internet and networking questions, creating our home page AND doing the normal fulltime cataloging and acquisitions job which is her responsibility.

Peggy felt the workshop she attended on Effective Communication for Women was very helpful in its discussion of phone skills, face to face communication, message-taking and problem-solving.

Circulation Policy: I would like to propose a minor change in this policy, even though it is not the proper month for policy changes. I have not consulted with the Policy Committee, although it was actually one member of that committee who first suggested the change.

The policy states: "*Videos may be checked out for classroom use to teachers for a one week loan.*" There are a few times when a student uses a video for a classroom presentation. Often, they are not told the specific day that their presentation will be done. They must have their video available all week "just in case". For this reason, we would like to omit the words "to teachers", so that anyone needing to use a video in a classroom could borrow it on a one week loan. I should point out that this is seldom a current, popular video.

Please contact me if you are unable to attend the October board meeting or if you have any questions about material in your packet.

Lynn

Director's Report October 1996

Scout troops: The Board has had a tacit agreement for years that scout troops could meet weekly at the library. This agreement was first made when scouts always met in the afternoon. Now troops occasionally want later weekly meetings ending at 7 PM or 8 PM. This blocks the meeting room from evening use. I would like the Board to agree to a blanket permission to allow scout troops to meet at the library weekly *only as long as meetings are over by 6:30 PM.*

Obsolete equipment: A number of out-of-date (probably nonworking) Apple computers and printers, several card catalogs, and other miscellaneous equipment are filling up the scant storage space in our libraries. We need to clean these spaces out. I propose that we have a silent auction (maybe in conjunction with the Rensselaer Library's book sale in March) at which we put these items up for sale. If DeMotte has a card catalog to sell also, I propose that it be sold by silent auction in conjunction with some similar event there, so that we do not have to move it from building to building. I will try to have a list of obsolete equipment for you at the board meeting.

Budget: We had our 1997 budget hearing this month. Our entire operating budget of \$1,197,621 has been approved. Of course, we must wait until December or January to get final written confirmation of this. The tax rate will be .1822 cents rather than .2147 cents as advertised. The bond tax rate will be .1144 cents rather than the .1328 cents we advertised. I was very pleased.

We received our June distribution of property taxes on October 11. With it was a portion of the property tax normally distributed in December. We have invested \$625,000 in a 60 day CD from Pinnacle Bank. On November 5, we received our expected CAGIT receipts.

Although our 1996 operating budget allows us to spend \$1,062,492, I set a spending goal of \$979,416. This leaves \$83,076 to add to our already healthy operating balance. In fact we have spent about \$46,000 less than we targeted spending by the end of October. Our financial picture looks quite good. A few of the appropriations in the Operating Fund are more than 100% spent; however, this is not unusual at this time of the year. We will transfer monies within the major categories in December to correct these problems.

Board development opportunities: I hope board members who attend the Dan Cain workshop this Saturday will be willing to share high points of the day while it is still fresh in their minds. I hope as well that we can hear a little of what Elizabeth Martinez had to say at the NILBA dinner. I understand that her view of the future of libraries was exciting and thoughtprovoking. Reports are that Anne Marie did a great job in her role as NILBA president.

Internet Policy: I hope to bring a proposed policy created by the staff to the January board meeting for discussion. Staff who have worked on this issue will attend the meeting to act as resources for you in your decisionmaking process. Late breaking news: Sprint tells us they will install our Internet connection on or about February 10.

Wide area network project: Think Tank is presently getting us pricing and proposals on setting up our network in several different fashions. One of these involves using the Wireless LAN which we had ruled out on the basis of cost. It now appears possible that we could rent space on the radio station's tower, thus avoiding the cost of erecting our own 200' tower. It also appears that the KV School Corporation might be interested in working cooperatively with us to network their schools as well as our libraries. Thus the options multiply, the decision gets harder, and the completion date seems farther and farther away! Hopefully, price projections from Think Tank will make the decisionmaking easier.

Staff Training: The District meeting at Culver was attended by most staff, who came back with many good comments about the quality of the programs. Programs stimulated a good deal of discussion, especially on Internet issues.

Michelle, Yvonne and I attended the INCOLSA Regional meeting at St. Joseph's College which provided information about the IN Project presently being investigated. This project would give every library card holder in Indiana access to a large number of valuable online databases (including such databases as Education Abstracts, ABI Inform, Contemporary Authors, Medline, and many others). We presently spend about \$20,000 per year for CD ROM versions of just a few of these databases. Our annual cost if this project is funded could be a few hundred dollars. If you have questions, I will discuss the project at board meeting.

We talked about other projects in the works which also will help public libraries organize the Internet and present it to the public with quality added services.

The concern for more continuing education opportunities for northwest Indiana libraries--both for staff and boards, led to the formation of a committee to provide direction and workshop planning. INCOLSA has offered to do all publicity and handling of funds for any workshops we arrange. Michelle, our Rensselaer librarian volunteered to serve on that committee.

I attended an INCOLSA workshop on **Marketing Your Library** which emphasized the need for public libraries to understand and serve the needs of their community and thus be seen as a part of the community infrastructure, not a frill. The importance was stressed of having a vision of what our library could be and having a plan to help it get there. We learned strategies for planning in order to accomplish a particular goal

The ILF workshop at Brown County on **Managing Change** was also very valuable. We received many good tips on helping staff work through the major changes which we are seeing in our library. Here again the importance of having a vision and conveying it clearly to staff was stressed.

Michelle attended a "wonderful conference" on **Circulation: The Outs and Ins** at the University of Wisconsin, Madison. She came back with some great suggestions for solving some of the customer service problems which staff have been grappling with. We are going to try to get the university to offer this conference in northwest Indiana in the next year.

Yvonne attended an INCOLSA workshop on **JAVA** this month and will be investigating ways in which this can be used in conjunction with our web page. Yvonne is also attending a monthly

Novell users' group meeting in Merrillville, in preparation for our use of Novell for our CD ROM network.

Library Use: I was surprised to note that our staff spent 353 hours providing the services listed on the "Monthly Report" (p. R 4)---because this is *exactly* the number of hours spent on those services in September. This month every library showed an increase over last year's circulation!

Other library activities: Our annual People Count Week was held this month. The results are in your packet. Supervisors are working on staff evaluations to be completed by the end of the month. I have been researching the history of the old Rensselaer Library for a Teaching Fellows Program I am doing Thursday evening, (November 7). It will include a tour of the old and new libraries, with a talk on how the role of the library has changed through the years and how this is reflected in the two buildings. This was a very busy month for Children's Specialists as all were involved in numerous class visits, story hours, toddler times, and Halloween activities.

DeMotte News:

The Halloween party was as popular as ever, with 53 children in attendance. Activities included games, crafts, stories and face painting. DeMotte is the first of the 3 libraries to order shirts with

JCP2

DeMotte Library

embroidered on them. Staff ordered their own shirts. The library paid for the embroidery as a way of advertising the library. The staff are very pleased with the shirts.

Rensselaer News:

Rensselaer has begun planning their winter reading program for all ages. The theme is "Bookward Bound: The Adventures of Dogear and Page". The Friends of the Library will again donate a \$100 grand prize. The program will start January 27 and continue through March 8, the day of the Friends' booksale.

The sign language classes were highly appreciated by participants. As a result, an advanced class will begin January 6. This class will not be subsidized by the library. Another beginning class will start February 4, if we decide to again subsidize this program. The Oatis's also would like to do a special 8 week series (1/2 hour sessions) for police, hospital workers, etc. later in the spring.

The Library has a new oak framed revolving paperback rack purchased from the Charlene Norman Bragg memorial funds. An engraved plaque is attached. The rack will hold the new paperback collection begun this year.

Wheatfield News:

Many adjustments in computers have taken place this month. Wheatfield now has the new EBSCO magazine index available for the public. They have a much needed second computer in

the workroom. An old Technical Services office PC has been put to use for patron word processing. Formerly, only the old Apple computers were available for patrons. They have now been retired.

The Friends have purchased new bulletin boards for staff lounge and Diana's office. Staff is happy to say that the library has been filled with "kids of all ages", working on various papers. The meeting room has been very busy with numerous community activities.

Technical Services Department

This department processed 928 items this month. Yvonne spent a tremendous amount of her time dealing with technology problems. It amazes me how efficiently Peggy and Julie can reduce those mountains of boxes to carts of processed books and get those books out on the shelves.

Please contact me if you are unable to attend the November board meeting or if you have any questions about material in your packet.

Lynn

Director's Report November 1996

Library finances: At the end of November, operating expenditures are just below \$840,000 out of a budget of \$1,062,492. After paying our December bills, we expect to add about \$120,000 to our already healthy Operating Balance for 1997.

Repurchase agreements: Several questions have been raised about these accounts. We have found John Price, of Bank One, very knowledgeable on the subject. He is willing to explain this investment option to the Board of Finance at your January meeting if you so desire. (This does not mean that we will choose Bank One for a repurchase agreement account. Since this is an investment, we believe that we will still need to solicit quotes from each of Jasper County's banks.) Do you want to hear from John or do you want Gail and I to bring the most favorable quote meeting state requirements to you for your formal approval?

Unemployment Tax: We were notified this month that our 1997 unemployment tax rate will be 1.6%, rather than the 1996 rate of 1%. This month's bills include a check for \$303.59 to the IN Dept. of Workforce Development. This is a voluntary payment they are allowing us to make to reduce our 1997 rate from 1.6% to 1.4%. This will be a savings overall since our payroll will be increasing next year. We have unexpended funds in the 1996 budget which will allow us to make this payment now and save money next year.

Transfers and encumbrances: We will not be able to make our final list until the day before the board meeting. Therefore, you will need to examine these at the board meeting before approving them. For the benefit of new board members, money transfers are made at the end of the year (on paper) from categories which have not been fully spent to categories which have been overspent. If you look at your appropriation report (F3A), in the last column you will see those categories which at the end of November were already showing more than 100% spent.

Encumbrances are sometimes made when we have ordered something, with a purchase order as evidence, but have not yet received the item and thus cannot pay for it until the next year. By encumbering the funds to pay for it, we can use the 1996 budgeted funds for the purchase rather than having to take it out of the 1997 budget. At this time we are not certain that we will encumber any funds. We may recommend encumbering funds to pay salaries for time worked December 16 - December 31. This would otherwise be paid from the 1997 budget. By paying with 1996 funds, we will have money in our salaries' budget in 1997 should we find a critical need for added staff.

Wide area network project: We still do not have a firm recommendation from Think Tank concerning software and hardware requirements for our CD ROM WAN and Internet Access, but we are coming closer. Once we resolve whether we will be able to install a wireless LAN, the decision will become much simpler. Hopefully, that question will be answered before the Board meeting. I would really like to be able to bring the proposed specifications to the December board

meeting and have the board authorize our advertising for bids. It would be great to have the bids in, opened and a contract ready to be awarded by the January board meeting.

We have been notified by the State Library that money is still available in the technology grant fund. Libraries which have already been awarded an Internet grant (as we have) have first priority to receive a grant of up to \$10,000 for equipment, wiring or software to connect terminals in their network to the Internet. I plan to apply for that grant, with permission from the library board.

Staff Training: Gail Jung, Lisa Rusher and I attended the annual Bookkeeping Workshop. Lisa and Gail also attended a year-end AVC workshop. AVC is our financial accounting software package. Yvonne Beever attended a workshop explaining the cataloging changes found in the new version of the Dewey Decimal System. These changes will necessitate some recataloging of materials, which will be a time-consuming venture. Jackie Reagan attended an excellent INCOLSA workshop on Internet service in libraries and Jill Tachtiris learned about readers' advisory services and library technologies at the ILF Reference Division workshop. Michelle Heeke attended a workshop on using focus groups to determine community needs and will be setting up a focus group meeting at the library in 1997.

DeMotte Heating Problem: I have nothing new to report as of this moment. I expect to have a report for you at the board meeting.

Fine Free Week: The staff wishes to hold a "Fine Free Week" in February or March in order to recover some of our long overdue books. We propose asking users to bring in 1 food or paper goods item for each dollar they owe for overdue materials. We could also allow food donations to pay off overdue fines on books already returned. As we did for our last, very successful Fine Free Week, we would send flyers to all who have long overdue materials (and perhaps all who are blocked from borrowing because of fines owed), notifying them of the special opportunity to clear their names. We would like the Board to approve this Fine Free Week.

Other Library Activities: We are making arrangements to get upholstery and carpets professionally cleaned where needed at all three libraries. Supervisors spent November completing staff evaluations. Be sure to check the display windows in the libraries. All 3 libraries are featuring collections of nutcrackers. Rensselaer also has a wonderful display of angels.

The DeMotte and Wheatfield libraries are participating this year in the Miracle Tree project. Each library has a tree on which are hung the names of children in the community who will not receive presents without the help of the community.

DeMotte News:

The Oral History Project funded by the Jasper Foundation has been an ongoing activity this year. Three of the maps locating the businesses, homes and other sites mentioned in the oral histories have now been hung in the Indiana Room. The writing of the history of that period in the history of northern Jasper County is presently underway.

DeMotte staff are passing out coupons to patrons as they borrow materials. The coupons are to be turned in at Renfrow's Restaurant in Roselawn (on Highway 10 just the other side of I 65). Renfrow's will donate five percents of the proceeds from food purchases by coupon holders to the DeMotte Friends of the Library.

DeMotte had two unusually well-attended children's programs this month. One was a presentation by McDonald's, featuring Ronald McDonald emphasizing the importance of reading. McDonald's even brought the refreshments. The other program was a Christmas craft program held on the afternoon and evening of parent-teacher conferences. Sunshine Society volunteers were enlisted to help with the crafts, bringing both teens and children into the library.

Rensselaer News:

A crowd of 200 attended the library's Festival of Music on a snowy December 5. Four musical groups performed. The Friends of the Library served cookies and punch in the meeting room.

Jackie Reagan has developed a volunteer program to accommodate a number of students wanting to volunteer and others wanting to work off fines. One high school student who worked off her fines decided to continue volunteering her time. She is now working on the obituary index project.

Jackie and Michelle have made arrangements to talk to the middle school teachers at their grade level meetings about the relationship between the school and the public library. By board meeting time I should know how the first meeting turned out.

Computer hardware breakdowns, snow removal concerns and finding staff with time to keep bookshelves in good order have been the biggest problems plaguing the library this month.

Wheatfield News:

The Bulletin boards donated by the Friends of the Library have been installed and are getting heavy use. The Friends used the meeting room one morning to wrap children's books for the DeMotte Junior Women's Club's annual Miracle Tree project.

Wheatfield is continuing to rearrange furniture to maximize space and create quiet study spaces for library users. Staff have been kept exceptionally busy answering reference questions this month.

Technical Services Department

This department processed 908 items this month, mailed 541 overdue notices, and generated 43 long overdue billers. Yvonne, as usual, spent a tremendous amount of her time dealing with technology problems. She is finding less and less time to do necessary cataloging and database maintenance because of time spent with the system and network planning. This is beginning to concern both Yvonne and myself.

Yvonne has enrolled in a master's degree program in computer technology which will give her more of the expertise needed to manage the library's technology needs.

Election of officers: As noted in your minutes, the slate of officers which was approved at the last board meeting includes for President, Mary Linda Casey; Vice President - Wilbur Doty; Treasurer - Robert Souza; and Secretary, Mary Duggleby. You will need to elect officers at this board meeting.

Please contact me if you are unable to attend the December board meeting or if you have any questions about material in your packet. Bob has already informed me that he will not be able to attend the board meeting, although he will join us at the Pub for dinner at 6 PM.

Lynn

Director's Report December 1996

Library finances: We are starting 1997 with a healthy Operating Balance of \$428,405 and almost \$70,000 in the Library Improvement Reserve Fund.

Outstanding check: A board resolution is needed to receipt back into the Operating Fund an outstanding check written to TOWN OF DEMOTTE, claim #01233, Check #013190, in the amount of \$18.72, on September 9, 1994. According to state statute, we have fulfilled the waiting period of two years following the end of the year in which it was written.

Accounting practices approval: Each year we are required to list and approve the practices under which we will operate for the year. The practices, as listed, represent decisions made previously by the board. No new changes have been recommended. (R 17)

Repurchase agreements: John Price and Dan Gick of Bank One will explain the investment option of Repurchase Agreements to the Board. If you determine that this form of investment would be to the Library's advantage, I would like you to vote to authorize me to invest in these funds and to amend the "Accounting Practices for 1997" to reflect this change.

Wide area network project: I believe that installation of a wireless LAN connecting *Rensselaer* to the two branches is not practical at this time for 3 reasons:

- Cost
- Environmental factors: we would need to erect a 100 ft. tower at the Rensselaer Library and very possibly would have to cut down the huge tree north of the building. This would detract from the looks of the library and would be unpopular with the library's neighbors.
- It would further delay the progress of the networking project, since the complicated installation could involve many people

We are working with Think Tank and with the KV School Corporation, however, to proceed with the much less expensive and less problematic wireless LAN between the *DeMotte* and *Wheatfield* libraries. By connecting the schools and the libraries to the wireless LAN, we could greatly reduce the cost of installation to each of us. We might also be able to share resources (CD-ROM's) and further reduce costs.

I am hoping that in 2 weeks we will have some answers. I would like the Board's permission, however, to proceed with the wireless LAN between DeMotte and Wheatfield even if the KV School Corporation cannot move fast enough to connect at this time. When they connect in the future, we would be able to charge them their portion of the total cost. The cost for our library installation only should be about \$16,000 plus any cost of antenna construction (if needed). The Board previously approved using LIRF funds for this purpose.

The reasons for utilizing the wireless LAN:

- The costs are one time costs. We will save about \$358 per month (\$4,295 per year) which we would have paid for 56k frame relay service to DeMotte. This is not as substantial a savings as previously projected since we will still have the \$370 per month frame relay cost from Rensselaer to Wheatfield, but it has great benefits for other reasons.
- We will have more bandwidth than with a T-1 line (which would cost us several thousand dollars per month) so even graphical information would travel fast.
- Once the schools are connected, we would not need our own file servers for our CD ROM at DeMotte and Wheatfield--nor would we need to have staff at those libraries trained to manage a network. The school file server and school technical support staff could take over this function for us. Having access to this technical support would be of great benefit.
- By sharing software with the schools, we would save considerably.

Circulating CD ROMs: Beginning in February, we will be circulating CD ROMs, both purchased and leased ones. On R 19 is our proposed policy for this service for your consideration and approval.

DeMotte/Rensselaer Heating Problem: DeMotte has remained fairly comfortable in the past month and a half. Problems of uneven heating still exist, and temperatures in 0^o weather are still in the upper 60^os in some areas. At Rensselaer, during the 0^o weather, we had rooms at 56^o, 58^o, 63^o, 61^o and 74^o. Both Kent and I have made calls and our architect is to arrange for a Circle Design engineer and other repair personnel to meet at the libraries for a thorough investigation. I will report on Tuesday.

Board Committee Appointments: Appointments will be made by the Board president to the Budget Committee, Policy and Bylaws Committee, Director Evaluation Committee and Nominating Committee.

Fine Free Week: Fine Free Week will be held the week of March 17.

Board Activities:

NILBA Dinner: Did you all get the announcement of the NILBA meeting for Thursday, January 30? It looks like a very interesting program, at a very reasonable cost. I will need to know Tuesday night who is available to attend.

ILF (Indiana Library Federation) Conference: April 30, May 1-2. A postconference for trustees entitled Champion Trusteeship will be held on Saturday, May 3. It looks good. More information will be forthcoming.

Please contact me if you are unable to attend the January board meeting or if you have any questions about material in your packet. Barb has already informed me that she will not be able to attend the board meeting.

Lynn